



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

Administrative Assistant

Job ID	BS-LI-YD-03-50-16	
Web Address	https://careers.indigenous.link/viewjob?jobname=BS-LI-YD-03-50-16	
Company	Ohtaihoon Immigration Agency	
Location	St. John, New Brunswick	
Date Posted	From: 2018-05-25	To: 2018-11-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$19.00/hr, Working 40 Hours/wk.	
Languages	English And Korean	

Description

Korean speaking Administrative Assistant

Experience

Minimum 2 years experience

Education Requirements

College Diploma

Essential Skills

- Arrange and co-ordinate seminars, conferences, etc.,
- Record and prepare minutes of meetings, seminars and conferences,
- Determine and establish office procedures and routines,
- Schedule and confirm appointments,
- Answer telephone and relay telephone calls and messages,
- Answer electronic inquiries,
- Order office supplies and maintain inventory,
- Set up and maintain manual and computerized information filing systems,
- Type and proofread correspondence, forms and other documents,
- Open and distribute regular and electronic incoming mail and other material and co-ordinate the flow of information,
- Arrange travel, related itineraries and make reservations

Work Environment

Immigration Consulting Firm

Additional Skills

• Knowledge of Canadian Immigration System an asset.

How to Apply

Please send your resume to:

107 Charlotte Street, St. John, NB E2L 2J2

or email to: torontohanin@hotmail.com

Job Board Posting



NewCanadianWorker

A Fresh Start for New Arrivals

Date Printed: 2024/05/03

Administrative Assistant

Job ID	NCW00093	
Web Address	http://NewCanadianWorker.ca/viewjob?jobname=NCW00093	
Company	Ohtaihoon Immigration Agency	
Location	St. John, New Brunswick	
Date Posted	From: 2018-05-25	To: 2018-11-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$19.00/hr, Working 40 Hours/wk.	
Languages	English And Korean	

Description

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Job Board Posting

NoExperienceNeeded.ca
your place for a first step or a fresh start

Date Printed: 2024/05/03

Administrative Assistant

Job ID	XUKJUTTU10072	
Web Address	http://NoExperienceNeeded.ca/viewjob?jobname=XUKJUTTU10072	
Company	Ohtaihoon Immigration Agency	
Location	St. John, New Brunswick	
Date Posted	From: 2018-05-25	To: 2018-11-21
Job	Type: Full-time	Category: Office
Job Start Date	As soon as possible	
Job Salary	\$19.00/hr, Working 40 Hours/wk.	
Languages	English And Korean	

Description

Korean speaking Administrative Assistant

Experience

Minimum 2 years experience

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